

How to connect to sftp.wsdot.wa.gov using “FileZilla”

Before you can access the WSDOT “sftp.wsdot.wa.gov site”, some initial configuration steps will need to be completed on the SFTP software “FileZilla”.

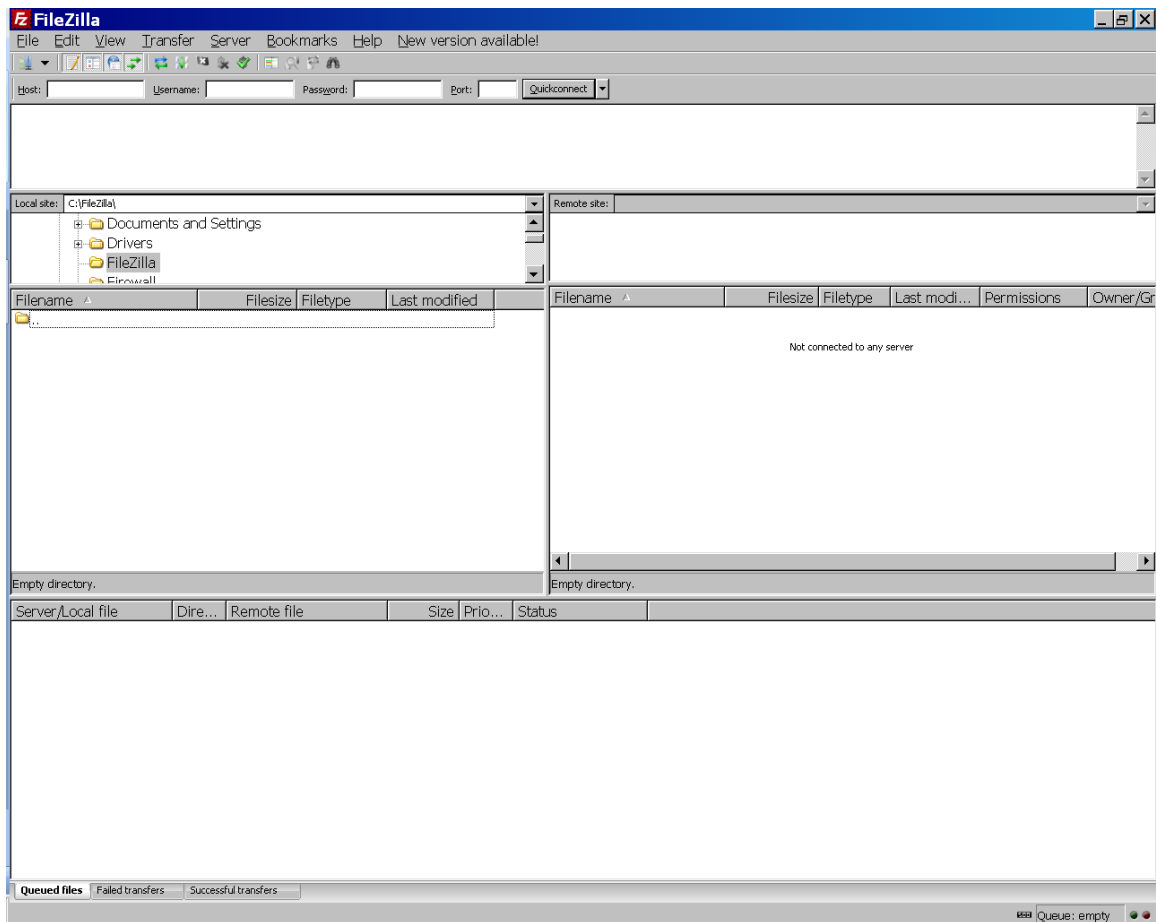
Open up “FileZilla”.

You can find a shortcut icon on your desktop for “FileZilla”, if you kept the default settings while installing it on your computer. The icon will look like this:



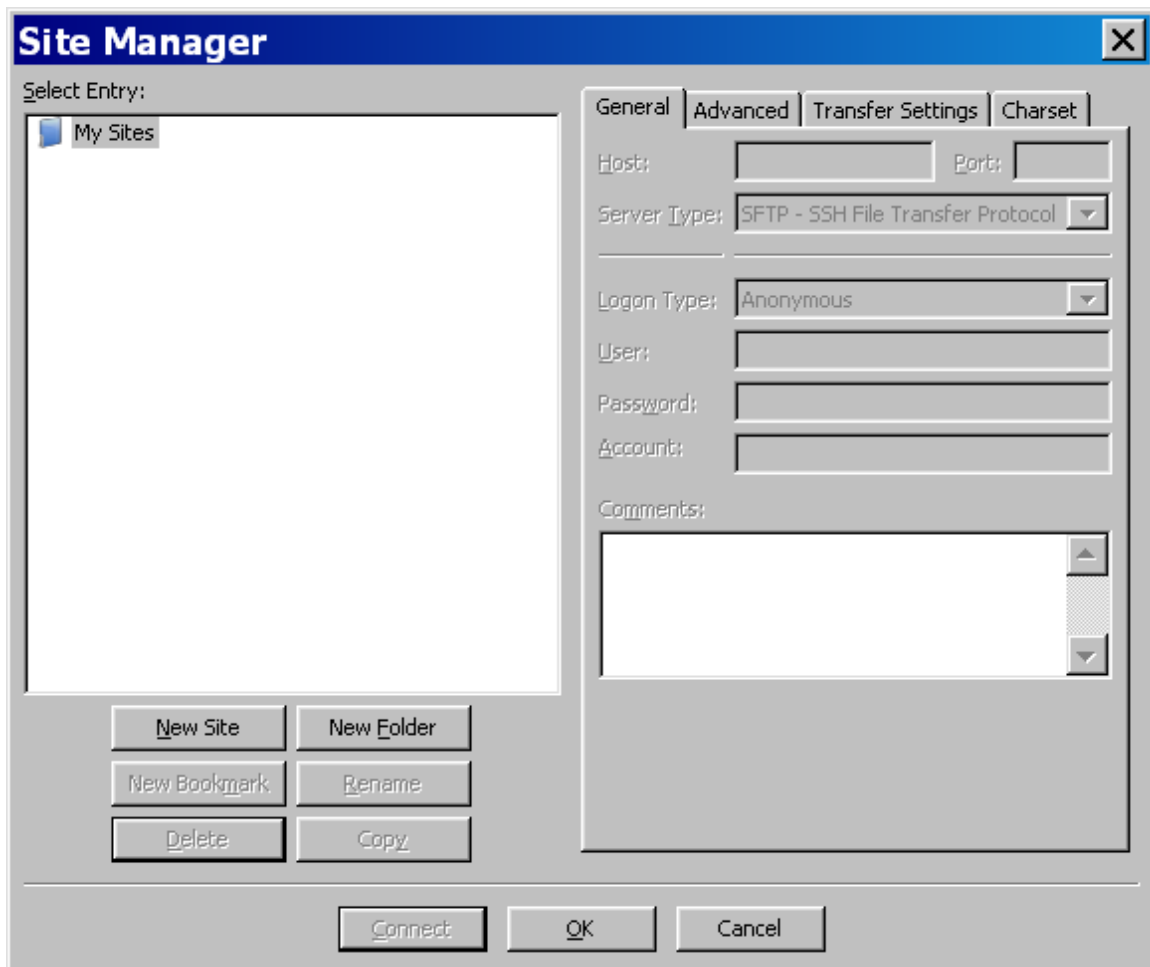
FileZilla.lnk

Or go to the Microsoft Windows ‘Start Menu’ ‘Start’, ‘Programs’, ‘FileZilla’ and ‘FileZilla’

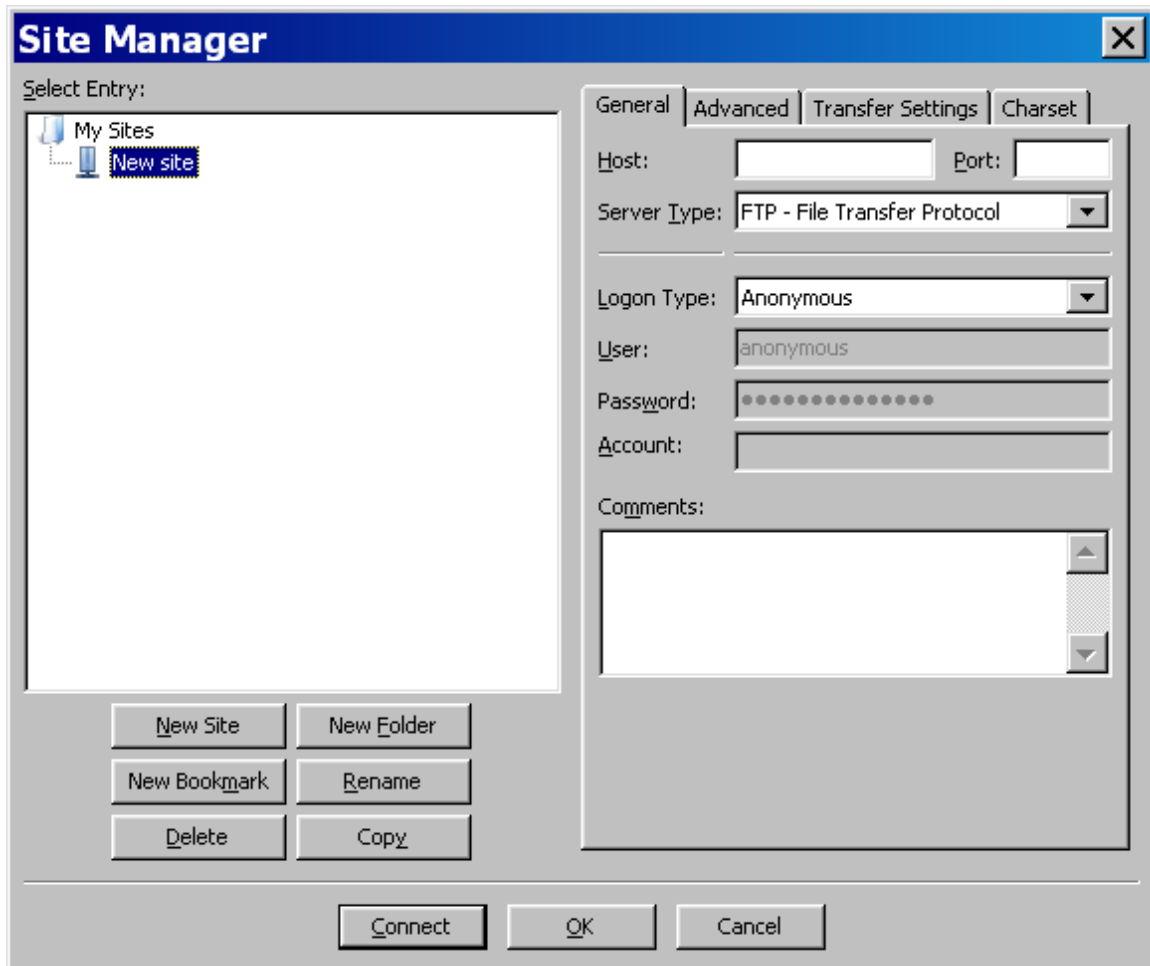


After opening up the Secure File Transfer Protocol (SFTP) software, on the upper left hand corner of “FileZilla”, find ‘File’ and click on it, then click on ‘Site Manger’.

A new window will open on top of the above screen. See screen print below.



Click on the 'New Site' button in the left lower hand corner of the new window. This button will allow you to set up an SFTP site and retain this information for later use.

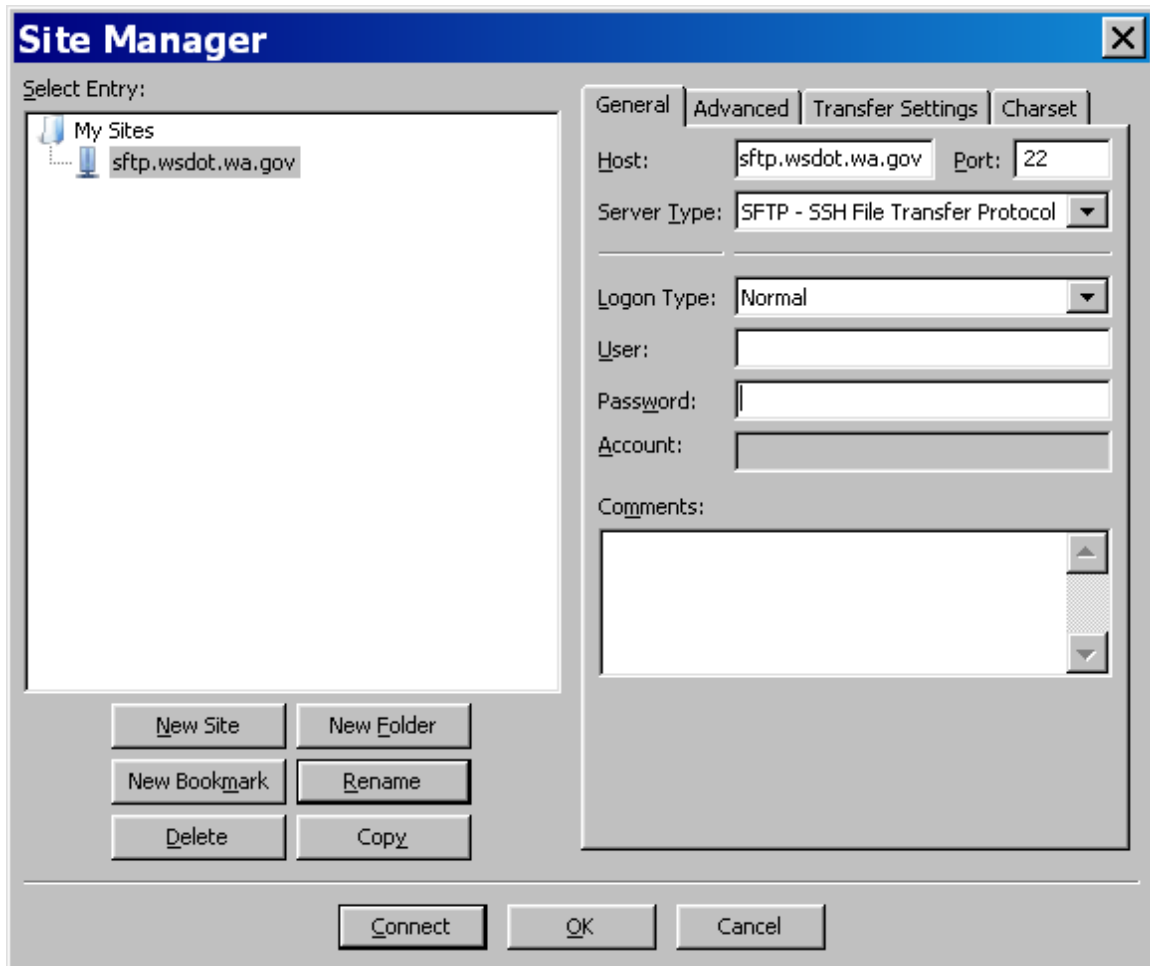


Under the 'My Sites' the 'New site' will appear.

This is where you will want to name the new site with something meaningful. See below for an example of a meaningful name.

Using the name of the WSDOT site "sftp.wsdot.wa.gov" will help you later identify the new site you are creating.

After naming the new site you will want to fill in the following parameters listed below under the 'General' tab on the upper right side of the screen.



Fill in the 'Host' name with 'sftp.wsdot.wa.gov'.

Change the 'Port' number to 22.

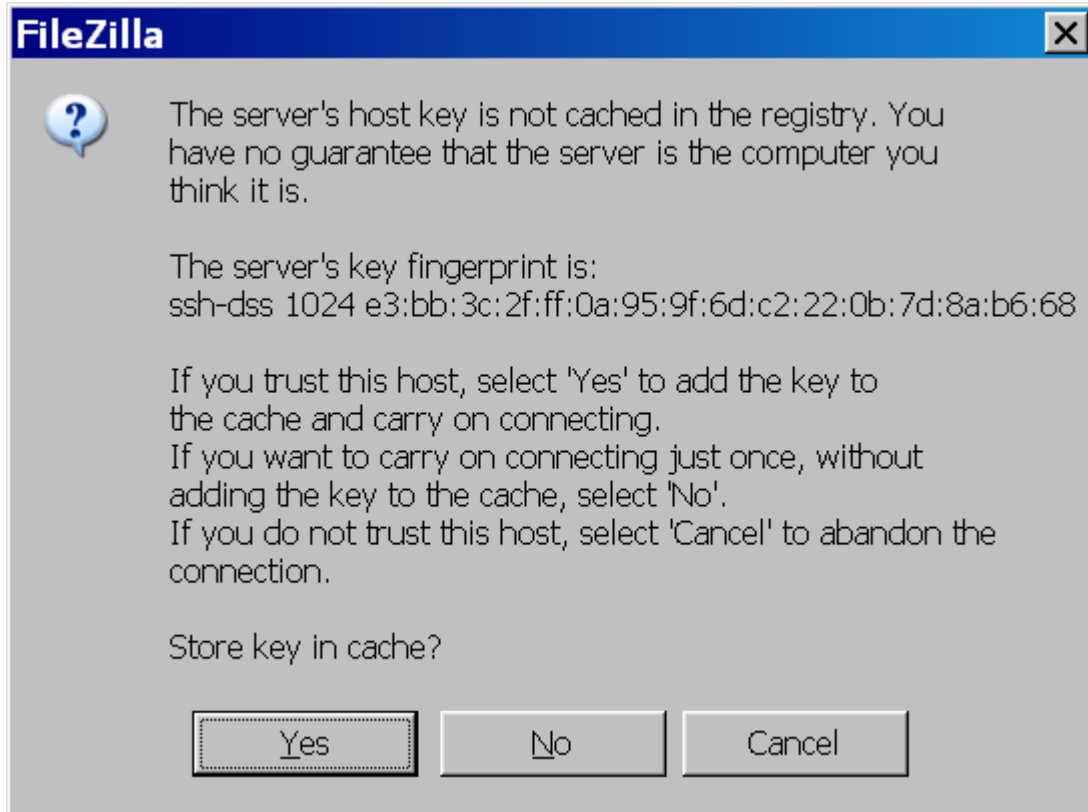
From the 'Srvertype' drop down box select 'SFTP – SSH File Transfer Protocol'.

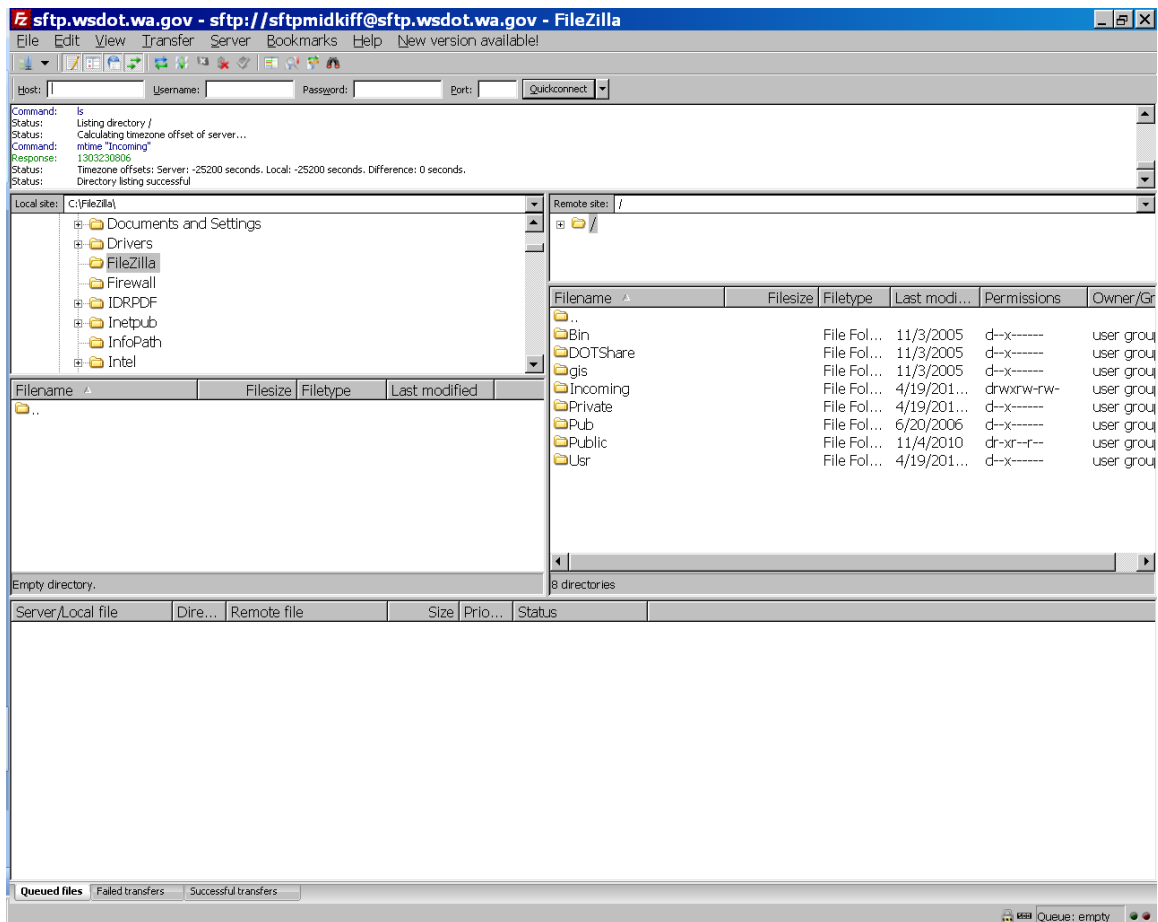
In the 'Logon Type' field choose 'Normal'.

Put in the 'User' and 'Password' information sent to you. The password is case sensitive. Make sure you use the 'User' and 'Password' provided to you.

After the proper parameters are filled in, click the 'Connect' button. This will bring up the WSDOT SFTP site.

The first time connecting you will most likely be asked to 'Store key in cache?'. Click 'Yes'





Towards the left center of the screen there is a 'Local Site' area. This area points to the local drive(s) of your PC.

To the right center of the screen there is the 'Remote Site' area. This area points to the SFTP server file system.

For example, if the folder structure you are trying to get to on the SFTP server is within the 'Private' area, you can just double click the 'Private' folder and it will open and the lower level folders will appear in this same area under the 'Remote Site' area.

For further assistance on how to use the program, there is a good help system built in.